



FFY2016 EAPWX State Annual Plan (Revised 4-1-2016)

Background

The Low Income Energy Assistance Program (EAP) transfers a portion of its EAP allocation to the Weatherization Assistance Program (WAP) to “provide low-cost residential weatherization and other cost-effective energy-related home repairs,” PL 97-35, Sec. 2605 (b) (1) (c). The *EAPWX State Annual Plan* serves as the understanding between WAP and EAP for the use of these funds. This plan incorporates Commerce and OLA directives to provide reasonable internal controls to safeguard funds against loss or unauthorized use of funds and to attain strategic objectives.

Transfer of funds

1. The EAPWX transfer will be 10% of total FFY16 LIHEAP regular award allocations.
2. EAPWX funds will be transferred to Commerce WAP by March 1 of the corresponding FFY, so long as 100% of LIHEAP funds have been made available to Commerce EAP and the EAPWX State Plan has been signed. EAPWX funds must be expended by September 30 of the following FFY.
3. Commerce WAP will retain three and one-half percent of EAPWX administrative funds for overall program administration, monitoring and reporting.
4. The remaining six and one-half percent of the administrative funds and all program funds are distributed to Service Providers according to the same formula used for DOE WAP funds.


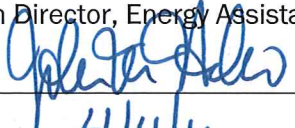
EAPWX Guidance and Rules

1. This plan applies to EAPWX funds available at the time the plan and guidance are implemented.
2. EAPWX transfer funds will be used in accordance with Section 5 of the FFY16 MN LIHEAP State Plan, the most current version of the MN WAP Policy Manual and its incorporated appendices, and this plan.
3. Average cost per unit and allowable measures by event type:
 - a. Audit events:
 - The average cost per unit will follow the most current DOE approved average as identified in Commerce’s annual DOE State Plan.
 - The statewide health and safety average is \$2,700.
 - Audit event activities will follow Section 4 of the MN WAP Policy Manual.
 - All energy conservation, incidental repair, and health and safety measures will follow the “Allowable Measures Chart (Audit Event)”.
 - b. Standalone events:
 - Standalone event activities will follow Section 5 of the MN WAP Policy Manual.
 - All standalone measures will follow the “Allowable Measures Chart (Standalone Event)”.
4. In situations where full weatherization services cannot be provided, EAPWX standalone funds may be used for allowed activities in non-emergency situations during the entire grant period (WAP Policy 5.1).
5. State level EAP and WAP coordination includes:
 - Annual EAP and WAP planning activities
 - Coordination and communication of issues identified through monitoring of local Service Providers
 - Coordination and management of complaints, appeals, suspected fraud, local Service Provider issues, etc.
6. EAPWX administrative funds may be used for Training and Technical Assistance (T&TA) and purchasing of hardware or software. EAPWX program funds may not be used for T&TA and purchasing of hardware or software.
7. EAPWX funds may not be used for purchasing or leasing of equipment, including vehicles.

Monitoring and Internal Controls

1. Commerce WAP will follow all Department of Commerce internal control policies in the administration of EAPWX funds.
2. WAP monitoring activities are described in Section 8 of the WAP Policy Manual.
 - a. A minimum of 5% of dwellings weatherized statewide will be inspected by a certified Commerce Quality Control Inspector (QCI) each program year where audit events have been created and EAPWX funds have been used.
 - b. Each Service Provider will receive a minimum of one onsite administrative monitoring visit each program year.
 - c. Monthly desk monitoring of WA data will be conducted to ensure ongoing program compliance.
3. Client appeals will be responded to in accordance with WAP Policy 1.6 and Appendix E.
4. Fiscal controls for all EAPWX funds will follow existing Department of Commerce procedures.
5. Commerce WAP will submit quarterly reports to Commerce EAP regarding the use of FFY16 funds. The data to be included in the reports will be specified by Commerce EAP outside of this plan. Quarterly reports will be submitted 30 days after the end of each quarter, except for the quarter ending June 30 which will be submitted within 45 days.
6. Commerce WAP will submit data to Commerce EAP for the "HHS EAP Household Report" as follows:
 - a. Estimates through 9/30 for the "Households Report" are due to the EAP Director on or before August 15.
 - b. Actual numbers from October 1 through September 30 for the "Household Report" are due to the EAP Director on or before December 1.

Signatures

WAP Approval	EAP Approval
Name: William Grant, on behalf of Michelle Gransee	Name: John Harvanko
Title: Deputy Commissioner, Energy Resources Division	Title: Program Director, Energy Assistance Programs
Signature: 	Signature: 
Date: 4-5-16	Date: 4/4/16